PPMD should be included in this process. Specifically the Program Analysts' (PA) responsibilities need to be identified. The PDT has not been established, so they are not part of the process of setting up[CEFMS/P2 relationships. Recommend the resource providers be part of this process to confirm peliminary budget if PDR has not yet been established. <u>Response</u>: Rejected - document written to apply to all USACE organizations; for example, PPMD does not exist in all MSCs/Labs/Centers.This process does not discuss contingency, S&A or other type of funds. <u>Response</u>: Rejected - 'Scope' pertains to all types of funds.

Presently the PA manages the tracking and approval process as funds flow through Resource Management. <u>Response</u>: Rejected - see response above, document written to apply to all USACE organizations (PAs may not exist in all USACE organizations; also, where they do exist - they may not perform similar functions and this document was written to apply to all USACE organizations).

Funds Distribution needs to be added to this process or be made into its own process. <u>Response</u>: Proposed change rejected -distribution of funds accomplished by P2.

Scope

This process defines procedures for receipt, documentation, CEFMS entry and notification of funding in support of work performed by USACE Activities. These procedures address all funds received through a Funding Authorization Document, Customer Order **etc.**, **<u>Response</u>: See reworded master document** which could be received as Cost Shared/Contributed funds/in-kind services from sponsors/customers.

Funds received through the Operating Budget are covered in *Departmental Overhead & Support Service Organizations[PROC1023]*.

Policy

ER 5-1-11[http://www.usace.army.mil/inet/usace-docs/eng-regs/er5-1-11/entire.pdf]

ER 37-1-26[http://www.usace.army.mil/inet/usace-docs/eng-regs/er37-1-26/entire.pdf]

ER 37-2-10[http://www.usace.army.mil/inet/usace-docs/eng-regs/er37-2-10/part1.pdf]

ER 37-345-10[http://www.usace.army.mil/inet/usace-docs/eng-regs/er37-345-10/entire.pdf]

Responsibility

The Resource Management Office/Directorate (RM) is responsible for receiving all funding documents.

The Resource Management Officer is responsible for ensuring accurate recording in CEFMS under the appropriate program (e.g., MILCON, GI/CG).

The CEFMS project work item responsible employee or alternate responsible employee(s) can designate originators, approvers and certifiers for their funded work item(s).

Distribution

CEFMS Project Work Item Responsible Employee[*]

Program Manager (PgM)

Project Manager (PM)

Resource Management Office[*]

Ownership

The BP/P2 Program Office is responsible for ensuring that this document is necessary, that it reflects actual practice, and that it supports corporate policy.

System References

Acronyms and Glossary[REF1001]

CEFMS Users Manuals Online[http://rmf31.usace.army.mil/cefmsdoc/]

Contingency Funds, Project Level[REF1011].

Financial Management[REF1032]

Initiating a Project in P2[PROC1005].

Work Acceptance[PROC1016].

Project Execution and Control[PROC1017].

Resource Estimate Development[PROC1003].

Activity Preface

Process should include coordination with the technical elements or support offices to confirm the work before funds are actually accepted by the Resource Management Office. <u>Response</u>: Correct, already covered in 'Work Acceptance'

This process is performed whenever **funds or funding documents   <u>Response</u>: Rejected - FADs and Customer Orders were utilized to provide clarify** are received. The project for which funds or in-kind services are received should be entered in P2 prior to using this process: ***Initiating a Project in P2[PROC1005].*** By entering the project in P2, the **PM and resource providers or <u>Response</u>: Rejected - A PM will always be an important member of the PDT; however, resource providers will generate nominate a subordinate and communicate their issues/concerns with their representative** PDT will be establishing the manner in which they want to manage and report on the project including the one-to-one and one-to-many relationships that will exist between P2 and CEFMS. P2 will generate PR&Cs information for CEFMS in accordance with these relationships. The **PM and resource providers or <u>Response</u>: Rejected - See response above regarding PM's participation on a PDT and a resource provider's responsibilities** PDT will need to plan carefully to ensure they are establishing the P2/CEFMS relationships that will allow them to obtain financial management data needed by the PDT, including the customer **and resource providers <u>Response</u>: Rejected - resource providers are generally not part of a PDT (however, they do nominate someone from their organization to represent them)**. Refer to ***Financial Management[REF1032].***

Districts need to have the flexibility to setup the P2/CEFMS relationships at the level they choose as to avoid being overburdened by too many work items and PR&Cs. Refer to Resource Estimate Development Process (PROC1003) under Project Delivery Team activity number 2. <u>Response</u>: Rejected - see response to comment in 'Resource Estimate Development'

If this is the initial receipt of funds for the project or the receipt of new Fiscal Year funds for an on-going project, you will return to *Initiating a Project in P2[PROC1005]* to complete required processes and move into the Project Planning Phase. If you are recording on-going collections of advance amounts/in-kind services from sponsors you will continue to execute the project in accordance with *Project Execution and Control[PROC1017]*.

Resource Management Office

1. Record the funds/in-kind services in CEFMS under the appropriate program. For cost shared/in-kind services you must establish a *Cost Share Control Record* and a Sponsor's *Advance Account*.

    Refer to *Section 6, Funding, of the CEFMS Users Manual[http://rmf31.usace.army.mil/cefms/doc/user_manuals/funding.pdf]*.

    Refer to *Section 26, Cost Sharing, of the CEFMS Users Manual**[http://rmf31.usace.army.mil/cefms/doc/user_manuals/sec26-cost-share.pdf]***

    If FAD, goto task #5. Otherwise, goto task #2.

2. Notify CEFMS Project Work Item Responsible Employee to technically approve.

CEFMS Project Work Item Responsible Employee

3. Technically approve the customer order in CEFMS.

    The project work items are attached to the customer order during the technical approval process. Refer to *Section 6, Funding, of the CEFMS Users Manual[http://rmf31.usace.army.mil/cefms/doc/user_manuals/funding.pdf]*.

Resource Management Office

4. Financially approve and accept the customer order in CEFMS.

    Refer to *Section 6, Funding, of the CEFMS Users Manual[http://rmf31.usace.army.mil/cefms/doc/user_manuals/funding.pdf]*.

5. Notify CEFMS Project Work Item Responsible Employee & PM that the project work item has been funded.

CEFMS Project Work Item Responsible Employee

6. Designate alternate responsible employees for the project work item.

    Refer to *Section 6, Funding, of the CEFMS Users Manual[http://rmf31.usace.army.mil/cefms/doc/user_manuals/funding.pdf]*.

End of activity.

Ensure P2 can track use of revolving funds. Currently there is no capability in PROMIS to track these types of projects. <u>Response</u>: The BP team will reviewe and respond.

Be sure to put process call outs at the start and end of every Process flowchart. Each flowchart should be able to stand on its own and assist users in moving through the processes. Every flowchart should have a title block identifying the process title and number. <u>Response</u>: Rejected - Oracle Tutor does not support this functionality.

Start

Resource Management Office

– Record funds/in-kind services in CEFMS under appropriate program. For cost shared/in-kind services you must establish a Cost Share Control Record & a Sponsor's Advance Account. (1)

FAD?

Y

N

Resource Management Office

– Notify CEFMS Project Work Item resp Employee to technically approve. (2)

CEFMS Project Work Item resp Employee

– Technically approve cust order in CEFMS. (3)

Resource Management Office

– Financially approve & accept cust order in CEFMS. (4)

Resource Management Office

– Notify CEFMS Project Work Item resp Employee & PM that project work item has been funded. (5)

CEFMS Project Work Item resp Employee

– Designate alternate resp employees for project work item. (6)

End